1. ORGANIZATIONAL UNIT CHARTED	**WORK DISTRIBUTION CHART**		2. APPROVED BY		3. DATE

4. ☐ EXISTING ORGANIZATION ☐ RECOMMENDED ORGANIZATION	7. NAME			8. NAME			9. NAME			10. NAME		

5. CHARTED BY	a. POSITION	b. GRADE	a. POSITION	b. GRADE	a. POSITION	b. GRADE	a. POSITION	b. GRADE

6.a. ACTIVITY NO.	b. ACTIVITY	c. WORK COUNT¹	d. HOURS PER WEEK	c. ACTIVITY	d. WORK COUNT¹	e. HOURS PER WEEK	c. ACTIVITY	d. WORK COUNT¹	e. HOURS PER WEEK	c. ACTIVITY	d. WORK COUNT¹	e. HOURS PER WEEK	c. ACTIVITY	d. WORK COUNT¹	e. HOURS PER WEEK
13. **TOTALS** *(Manhours)*															

¹ *Work Count data is optional.*   **ANALYSIS: WHAT TAKES THE MOST TIME?   IS THERE MISDIRECTED EFFORT?   ARE SKILLS USED PROPERLY?   ARE THERE TOO MANY UNRELATED TASKS?   ARE TASKS SPREAD TOO THINLY?   IS WORK DISTRIBUTED EVENLY?**

REPLACES ALL SIMILAR PURPOSE FORMS WHICH MAY BE USED UNTIL EXHAUSTED

NOTE: If additional columns are required, cut off required number from another blank form and attach by pasting to right edge.